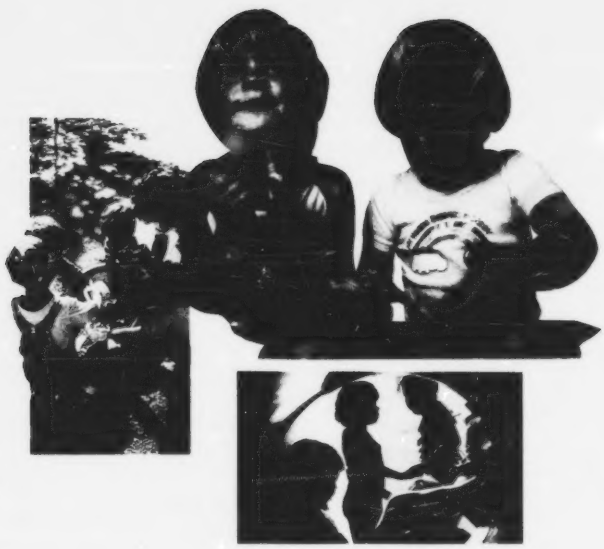

LICENSING MANUAL FOR HOMES

DAY CARE

Manitoba
Community
Services

LICENSING MANUAL

FOR

DAY CARE HOMES

1986

CHILD DAY CARE
MANITOBA COMMUNITY SERVICES
2ND FLOOR - 114 GARRY STREET
WINNIPEG, MANITOBA
R3C 1G1

PHONE: 945-2197
1-800-282-8069 (TOLL FREE)

TABLE OF CONTENTS

	PAGE
INTRODUCTION	
General	1
Purpose of the Licensing Manual	1
Organization of the Licensing Manual	2
LICENSING STANDARDS	3
DEFINITIONS	4
LICENSING REQUIREMENTS FOR FAMILY DAY CARE HOMES & PRIVATE HOME DAY CARE	
Procedures - Family Day Care Home	6
Summary of Requirements to be Written or Posted	8
Licence Application	9
Administration	11
Supervision	16
Space	18
Daily Program	20
Behaviour Management	21
Furnishings and Equipment	23
Health	25
Community Standards	30
Nutrition	31
Emergency Procedures	34
PRIVATE HOME DAY CARE	36
LICENSING REQUIREMENTS FOR GROUP DAY CARE HOMES	
Procedures - Group Day Care Home	37
Summary of Requirements to be Written or Posted	40
Licensing Requirements	41
APPEAL PROVISIONS	48
APPENDIX	
Licensing Forms	49
Community Health Offices	58
Guidelines for Control of Communicable Diseases	59
SUBJECT INDEX	62

SUBJECT: INTRODUCTION

GENERAL

Manitoba Child Day Care began in 1974 to encourage the establishment of day care centres and homes throughout Manitoba, and to provide financial and consultative assistance to non profit day care centres and family day care homes.

In 1982, The Community Child Day Care Standards Act was passed by the Manitoba Legislature in order to establish uniform and comprehensive licensing standards for a variety of types of day care throughout the Province. This Act was revised in 1985 and new regulations were passed in January 1986.

The licensing standards for family day care and group day care homes are included in this Manual. The remaining licensing standards for full time, nursery school, school age, combined and occasional day care centres as well as the funding regulations are available on request from Child Day Care.

PURPOSE OF THE LICENSING MANUAL

The Licensing Manual has been written to

(a) include the relevant regulations established under the Act for day care homes;

(b) provide additional guidelines to day care providers so that they may have a better understanding of the intent of the specific regulations;

(c) inform day care homes of the forms, procedures and responsibilities in relation to licensing; and

(d) provide a general reference for individuals wishing to have information about a specific subject area.

SUBJECT: INTRODUCTION

ORGANIZATION OF THE LICENSING MANUAL

The Manual presents day care legislation and, where necessary, guidelines for specific subject areas. The guidelines provide additional information which providers will need to implement the regulations and according to which licensing standards will be evaluated.

A summary of procedures for licensing lists the steps to be followed when applying for a licence to provide day care in your home and when operating as a licensed day care home.

The Table of Contents lists subject areas according to the order in which they appear in the Manual.

The Subject Index lists subjects alphabetically for reference purposes.

SUBJECT: LICENSING STANDARDS

INTRODUCTION

Manitoba Regulation 62/86 identifies the specific standards which a variety of types of day care centres and homes must meet in order to receive a licence. The regulation also specifies the funding available to eligible day care centres and homes. Only those sections of the regulation which refer to the licensing of family day care and group day care homes are reprinted in this Manual. The complete Manitoba Regulation 62/86 is available on request from Child Day Care.

SUBJECT: DEFINITIONS

Only those definitions which apply to the licensing of day care homes are included below. Additional definitions referring to Provincial funding or licensing of other types of day care are included in The Community Child Day Care Standards Act or Manitoba Regulation 62/86. Both the Act and regulation are available on request from Child Day Care.

TERM	DEFINITION
Act	The Community Child Day Care Standards Act.
Appeal Board	The Social Services Advisory Committee for which provision is made in The Social Services Administration Act.
Child	A person aged 12 years or under and includes in cases where grants or subsidies are paid (i) a person over the age of 12 years but under 13 years, and (ii) a handicapped person not over 18 years of age;
Day Care	Care and supervision of a child but does not include parental care.
Director	The Director of Child Day Care Services.
Facility	A day care centre or a day care home.
Family Day Care Home	A day care home in which day care is provided to not more than 8 children of whom not more than 5 are preschool age children and not more than 3 are infants.
Group Day Care Home	A day care home in which day care is provided to more than 8, but not more than 12 children, of whom not more than 3 are infants.

SUBJECT: DEFINITIONS

TERM	DEFINITION
Health Authority	Any individual authorized to enforce The Public Health Act or the regulations thereunder or other like statute, regulation or municipal by-law.
Infant	A child of less than 2 years of age.
Licence	A licence issued under this Act to operate and maintain a facility and includes an interim licence issued under section 15 (of the Act) and a provisional licence issued under section 16 (of the Act).
Licensee	A person who holds a valid and subsisting licence.
Minister	The member of the Executive Council charged by the Lieutenant Governor in Council with the administration of The Community Child Day Care Standards Act.
Parental Care	Care and supervision of a child in the child's own home whether or not the care and supervision is provided by the child's parents.
Preschool Age Child	A child not enrolled in grade 1 to grade 6 in a school, and includes an infant.
Private Home Day Care	Day care provided or offered, either alone or in combination with parental care, at any time in the home of the person providing or offering the day care to not more than 4 children, including the children of the person providing the day care and children of other persons, and of whom not more than 2 are less than 2 years of age.
School Age Child	A child enrolled in grade 1 to grade 6 in a school.

SUBJECT: PROCEDURES - FAMILY DAY CARE HOME

LICENCE APPLICATION

		REFERENCE
1.	A family day care provider must complete a "Licence Application" form and submit it to the day care co-ordinator.	p. 9,50
2.	The day care co-ordinator will request the names of two individuals who the provider will use as references. Reference forms will be sent by the day care co-ordinator to the referees with a request that the reference be returned directly to the day care co-ordinator.	p. 9,51
3.	The applicant must sign an Investigation Authorization form which allows Child Day Care to conduct a criminal records check. All information reported will be kept confidential. The existence of a record will not necessarily prohibit an applicant from becoming a licensed provider.	p. 9,53
4.	The day care co-ordinator will arrange to visit the day care provider on a number of occasions to discuss the licence application, complete the fire and health safety check and discuss the provision of child care in the home. Observations will be summarized on the "Inspection Checklist".	p. 9,10,54
5.	Where the home has a wood stove or furnace installed the day care co-ordinator will request a fire inspector visit the home to ensure that it is safely installed and maintained.	p. 9,10
6.	The day care co-ordinator will advise the provider in writing of necessary changes to be made prior to licence approval and of the time within which other regulations must be met.	
7.	Upon approval, a licence will be issued by Child Day Care.	p. 57

SUBJECT: PROCEDURES - FAMILY DAY CARE HOME

LICENCE RENEWAL

	REFERENCE
1. A family day care care home which is licensed and operating will have its licence reviewed annually. The day care co-ordinator will visit the home and complete the "Inspection Checklist" at least once a year.	p. 54
2. The personal assessment upon which a recommendation for licensing is based will be conducted annually through discussion and observation.	p. 9,10
3. Where specific regulations are not complied with, the family day care provider will be advised in writing of the time period within which each requirement must be met.	
4. When the relicensing process is complete and approved, a new licence will be issued by Child Day Care.	p. 57

SUBJECT: SUMMARY OF REQUIREMENTS TO BE WRITTEN OR POSTED

SUMMARY OF REQUIREMENTS TO BE WRITTEN OR POSTED

		REFERENCE PAGE
1.	A day care provider is responsible for having on file the following information	
	(i) child information records;	p. 11
	(ii) daily attendance reports;	p. 12
	(iii) record of income and expenses, receipts issued;	p. 13
	(iv) liability insurance records;	p. 14
	(v) first aid certificate;	p. 15
	(vi) record of substitute providers;	p. 16
	(vii) annual protection against rabies;	p. 25
	(viii) records of medication administered;	p. 27
	(ix) records of monthly evacuation drills; and	p. 35
	(x) behaviour management policy.	p. 21
2.	A day care provider is responsible for posting the following in the day care home	
	(i) emergency telephone numbers and procedures;	p. 34
	(ii) menus (regularly posted); and	p. 31
	(iii) licence	p. 57

SUBJECT: LICENCE APPLICATION

LICENSEE

REGULATION

21 In this part "licensee" means a person licensed to operate and maintain a family day care home.

LICENCE APPLICATION

REGULATION

22(1) An application for a licence to operate and maintain a family day care home shall include

(a) two personal references commenting upon the applicant's ability to care for children;

(b) a safety inspection report with respect to the applicant's home indicating compliance with acceptable standards for fire, health and general safety precautions to be prepared by persons authorized by the director;

(c) where requested by the director, evidence that the applicant is an adult;

(d) a personal assessment of the applicant completed by a person or persons authorized by the director, and, where requested by the director, a written commitment to participate in continuing education; and

(e) written authorization granting the director access to information about the applicant's criminal record.

GUIDELINE

Personal reference forms are provided by Child Day Care. An example of the form is included on p. 51.

References should be requested from people who are able to indicate the applicant's ability to care for children. Whenever possible, referees should not be related to the applicant.

SUBJECT: LICENCE APPLICATION

Family day care is prohibited in mobile homes for fire safety reasons.

If the home has a wood stove or furnace installed, a fire inspection will be required.

The personal assessment defines the important qualities necessary to work with children. It assesses the ability of the day care provider to

(a) establish and maintain a safe, healthy learning environment;

(b) promote physical, intellectual, social and emotional development;

(c) provide positive guidance and discipline;

(d) establish positive and productive relationships with families; and

(e) ensure a well-run purposeful program which responds to individual needs.

A safety inspection will include an assessment of such things as stairways, handrails, lighting, the furnace area, electrical outlet covers and the storage of firearms.

As a part of the assessment process a family day care provider may be requested to participate in workshops or courses as a condition of licensing.

The applicant will be required to complete the Investigation Authorization form p. 53, which authorizes the police to release information about any criminal record to Child Day Care. The presence of a criminal record does not necessarily exclude an individual from being licensed as a family day care provider.

SUBJECT: ADMINISTRATION

CHILD INFORMATION RECORDS

REGULATION

23(1) Every licensee shall keep current records of child and family information for each child enrolled during the period of enrollment and for a period of at least two years after discharge, which shall include

(a) each child's name, home address and birthdate;

(b) name, address and telephone number of each child's parent or guardian, and the location and telephone number of the parent or guardian while the child is attending the family day care home;

(c) name, address and telephone number of a person designated by the parent or guardian to be contacted in the event of an emergency if the parent or guardian is not available;

(d) names of any person designated by the parent or guardian as a person to whom the child may be released;

(e) records of any medical, physical, developmental or emotional conditions relevant to the care of the child; and

(f) each child's Manitoba Health Services Commission registration number and name of the child's physician.

GUIDELINE

Where a designated person requests a child to be released, providers are advised to verify each occurrence with the parent to ensure that the parent has authorized the individual to pick up the child on that day.

It is recommended that providers keep a current record of each child's immunizations which can be consulted in the event of an outbreak of communicable disease.

SUBJECT: ADMINISTRATION

ATTENDANCE REPORTS

REGULATION

23(2) Every licensee shall keep daily attendance reports with respect to each child enrolled in the family day care home and shall maintain these reports on file for a period of 2 years.

CONFIDENTIALITY

REGULATION

23(3) Every licensee shall keep any information concerning a child or the child's family strictly confidential, but the child's parents or guardians shall have access to such information upon request.

GUIDELINE

A day care provider shall not discuss a child or a child's family with another parent or provider. Information cannot be passed on to another provider without parental approval. Any concerns should be shared with the day care co-ordinator.

A day care co-ordinator may have access to child information records.

RESEARCH - PARENT PERMISSION

REGULATION

23(4) Every licensee shall obtain written permission from the parent or guardian of a child before any research project is carried out by any person with respect to that child in the family day care home.

GUIDELINE

A day care provider should ensure that parent consent forms have been signed by parents to give their approval for their children to be observed, interviewed or assessed as a part of a research project.

If the project is affiliated with an educational institution, the institution may collect the consent forms. In this case the family day care provider must ask for permission to see the forms.

SUBJECT: ADMINISTRATION

Parent consent forms are not required for observations which form a normal part of the program or are done by the provider to evaluate a child's progress and development or for program planning purposes.

Students from recognized child care training programs or educational institutions may make observational notes while at the family day care home without obtaining parental consent forms.

INCOME AND EXPENSES

REGULATION

23(5) Every licensee shall maintain complete and accurate financial records with respect to the family day care home.

GUIDELINE

All providers are considered self-employed for income tax purposes. Therefore records must be retained for the annual reporting of income and expenses.

The Revenue Canada guideline, "Babysitting as a Business" should be used when setting up a financial recording system. Copies of this booklet can be obtained directly by writing Revenue Canada Taxation, 391 York Avenue, Winnipeg, Manitoba, R3C 0P4, phone 949-6350.

RECEIPTS

REGULATION

23(6) Every licensee shall issue receipts to parents or guardians for the cost of care of their children in the family day care home.

GUIDELINE

The receipt should include the following information

(a) name of child;

(b) name of parent;

(c) period of time during which day care was provided;

(d) amount of receipt; it should include the amount in written as well as numerical form (eg. fifty-five dollars, $55.00); and

(e) the provider's name.

The provider's social insurance number must be given once a year for income tax purposes.

INSURANCE

REGULATION

23(7) Every licensee shall obtain and maintain comprehensive general liability insurance coverage for children enrolled in the family day care home, including coverage for excursions away from the family day care home and business vehicle liability insurance where necessary.

GUIDELINE

A minimum of $2,000,000 comprehensive general liability coverage is recommended. This amount is recommended because it reflects court awards which have been given with respect to children who have received serious injuries and on whose behalf insurance claims have been made.

Although providers may obtain an extension to a homeowner's policy, commercial coverage is recommended.

A liability insurance policy will cover claims when the insurance company is reasonably convinced that the provider was negligent. Most general liability policies cover four types of costs

(a) bodily injury, which includes physical injury, pain and suffering, sickness and death;

(b) damage to another's property, including both destruction and loss of use;

(c) immediate medical relief at the time of the accident; and

(d) the legal cost of defending the home in a lawsuit if the injured party decides to sue. The insurance company will pay for your defence even if the suit is groundless or fraudulent.

If the provider travels more than 1000 miles (1667 km) annually, business vehicle insurance is required by the Manitoba Public Insurance Corporation.

If a provider is transporting children in a car, this must be done in accordance with The Highway Traffic Act, e.g. safety belts must be used for all children over 50 lbs., infant seats must be used for all children under 40 lbs., and booster seats may be used for all children 40 - 50 lbs.

FIRST AID TRAINING

REGULATION

23(8) Every licensee shall complete a recognized first aid course within 6 months of initial licensing, or, where course offerings may be limited, within a period of time approved by the director, and shall ensure that recertification is completed as required.

GUIDELINE

The recognized first aid course will be the Emergency First Aid Course taught by either the St. John's Ambulance Association or the Canadian Red Cross Society.

The certificate is time limited, usually 3 years, and must be kept current.

Equivalent courses to the Emergency First Aid Course may be approved. Details of the course dates, sponsorship and content should be submitted to Child Day Care for consideration.

Providers should be enrolled in or have already completed a first aid training course at the time of initial licensing to ensure that they may respond appropriately to any emergency situation.

SUBJECT: SUPERVISION

SUPERVISION

REGULATION

24(1) Every licensee shall ensure that children attending the family day care home are supervised at all times.

GUIDELINE

Supervision means that the provider is attending to or is involved with children at all times, and includes

(a) when children are sleeping the provider must be within hearing distance;

(b) when preschool age children play outside the provider may be within the home but can observe play and is quickly accessible to the area; or

(c) when school age children have permission for activities away from the home. This must be in consultation and agreement with the child's parent.

When supervision is more indirect than outlined above the day care co-ordinator and parent must both agree with the arrangements in advance.

SUBSTITUTE PROVIDERS

REGULATION

24(2) If a licensee is unable to care for children attending a family day care home for short periods or because of an emergency, and the licensee provides a substitute, the licensee shall

(a) maintain a written record of each occurrence;

(b) advise parents or guardians in advance of each occurrence, except in emergency situations; and

(c) where the substitute care is for a period greater than one day, obtain prior approval from the director.

SUBJECT: SUPERVISION

GUIDELINE

Only adults over 18 years of age may normally be used as substitutes. Using substitutes less than 18 years of age for any length of time must receive prior approval from the co-ordinator. Approval will be based on the situation, the level of maturity of the under-18 year old, be of short duration, and parents must have received prior notice.

Providers may use an adult substitute for up to one day without prior approval. Substitutes can be used for up to one week with co-ordinator approval, and must provide the care in the licensed family day care home.

Where a substitute is required for a period beyond one week, written approval must be given by the director. The care must continue to be provided in the licensed family day care home.

REGULATION

24(3) No licensee shall permit a child less than 12 weeks of age to be admitted to a family day care home without the prior approval of the director.

GUIDELINE

The parent or guardian of a child less that 12 weeks of age or the family day care provider must request the director's permission to enroll the child. The unique circumstances to be considered for this approval must be provided.

SUBJECT: SPACE

INDOOR SPACE

REGULATION

25(1) Every licensee shall provide indoor play space suitable in the opinion of the director to the number, ages and developmental capabilities of children enrolled at the family day care home.

GUIDELINE

The amount of space per child may vary from one home to another due to the amount of furniture, layout of rooms, available play space and ages of the children in attendance.

The decision as to the number of licensed spaces is discussed by the provider and day care co-ordinator at the time of licensing, and at any time thereafter, as required.

OUTDOOR SPACE

REGULATION

25(2) Every licensee shall provide safe outdoor play space for children enrolled at the family day care home.

GUIDELINE

Suitable outdoor play space includes a

(a) provider's yard, preferably fenced from outside hazards; or

(b) park or playground, suitably equipped, within 350 meters of the family day care home.

Safe outdoor space must be an area free of hazards to children. Where the outdoor play space is not adjacent to the family day care home, access to the area must also be hazard free.

SUBJECT: SPACE

SWIMMING POOLS

GUIDELINE

All inground or above ground pools must be fenced separately and have a locked gate or other lockable device in addition to the perimeter yard fence to ensure that the pool area is seyregated from the back yard play space used by the children in care. The height of the fence should be consistent with the local municipal by-law regulating pool fences. If a by-law does not exist the fence should be a minimum of 5 feet in height.

If providers use their pool for children in care, written parental approval must be obtained and Red Cross water safety ratios must be followed, that is, a ratio of 1:1 must be maintained when the children are in or around the pool area.

Providers who do not wish to fence their pool area may use the front yard as a play space or an adjacent community playground if feasible. Their licences will need to indicate that the back yard cannot be used for day care during the spring, summer and fall months.

SUBJECT: DAILY PROGRAM

DAILY ACTIVITY

REGULATION

26(1) Every licensee shall provide for children in attendance at a family day care home

(a) daily play activity which allows each child an opportunity to work both independently and co-operatively in small groups;

(b) sleeping and toileting in accordance with the developmental capabilities of each child.

GUIDELINE

Children should be given the opportunity to sleep each day.

Children who are unable to sleep should not be required to stay in bed for an extended period of time. A child who cannot sleep after 30 minutes should be allowed to get up and play quietly away from those children who are sleeping.

A provider should ask parents at the time of enrollment for the child's sleeping habits and should inform them of the above guidelines.

Children should have access to toiletting facilities whenever they require them.

OUTDOOR PLAY

REGULATION

26(2) Every licensee shall provide outdoor play for children in attendance at the family day care home on a regular basis except where

(a) prohibited by a child's parent, guardian or family physician; or

(b) wind chill conditions of more than 1600 watts per square meter, temperatures below - 25° Celsius, or other forms of inclement weather exist.

SUBJECT: BEHAVIOUR MANAGEMENT

BEHAVIOUR MANAGEMENT POLICIES

REGULATION

27(1) A licensee shall not permit, practise, or inflict any form of physical punishment or verbal or emotional abuse upon, or the denial of physical necessities to, any child in attendance at the family day care home.

GUIDELINE

Physical punishment includes striking a child, either directly or with an object, shaking, shoving or spanking. It also includes forcing a child to repeat physical movements, force feeding or any other action carried out which results in physical injury to the child.

Verbal or emotional abuse includes any harsh, belittling or degrading response by an adult which would humiliate or undermine a child's self-respect.

The denial of physical necessities includes normal comforts such as shelter, clothing, food, bedding or toileting.

REGULATION

27(2) Every licensee shall develop and provide to all parents and guardians of children enrolled in the family day care home behaviour management policies which are consistent with subsection (1).

GUIDELINE

A behaviour management policy should provide for positive interactions with children, realistic expectations of children's capabilities and natural consequences for behaviour within a supportive environment. Such policies will enable a child to learn independence and appropriate and acceptable behaviour.

CHILD ABUSE

REGULATION

27(3) Every licensee shall immediately report any case of suspected child abuse relating to a child attending the licensee's family day care home to the Director of Child Welfare or a child caring agency as required by The Child Welfare Act or any similar legislation.

SUBJECT: BEHAVIOUR MANAGEMENT

GUIDELINE

It is important to note that this subsection of the regulation and The Child Welfare Act take precedence over the confidentiality requirement of the regulation. Effective March 1, 1986, The Child Welfare Act was replaced by The Child and Family Services Act.

The Child and Family Services Act states:

"abuse" means an act or omission by a parent, guardian or a person in whose care a child is which results in

(i) physical injury to the child,
(ii) emotional disability of a permanent nature in the child or is likely to result in such a disability, or
(iii) sexual exploitation of the child with or without the child's consent; and ....

Reporting a child in need of protection.
18(1) Any person who has information that a child may be in need of protection shall forthwith report the information to the director or an agency and any person who fails to do so commits an offence punishable on summary conviction.

Duty to report.
18(2) Notwithstanding the provisions of any other Act, subsection (1) applies even where the person has acquired the information through the discharge of professional duties or within a confidential relationship, but nothing in this subsection abrogates any privilege that may exist because of the relationship between a solicitor and the solicitor's client.

Protection of informant.
18(4) No action lies against a person for providing information in good faith and in compliance with subsection (1).

Identity not revealed.
18(5) Any person who reveals to the family of the child except in the course of judicial proceedings the identity of a person who has given information under subsection (1) without that person's written consent commits an offence punishable on summary conviction.

SUBJECT: FURNISHINGS AND EQUIPMENT

FURNISHINGS

REGULATION

28(1) Every licensee shall provide in the family day care home

(a) a telephone in working order;

(b) a high chair or infant seat with safety harnesses for each child not able to sit independently on a chair;

(c) a separate sleeping accommodation which is safe and sanitary for each child from 18 months to 6 years of age in attendance;

(d) a separate playpen or crib which complies with the requirements of the Hazardous Products Act (Canada) for each child less than 18 months of age;

(e) sanitary coverings for each child while resting or sleeping;

(f) training chairs and seats and diapering facilities for all children who require them; and

(g) a minimum of one toilet and one washbasin with running water, or such alternative as may be approved by the health authority.

GUIDELINE

If telephone service is not available in the community, the requirement for a telephone will be waived.

Consumer and Corporate Affairs Canada supplies specific information about the conditions which playpens and cribs must meet. This information is available from Consumer and Corporate Affairs Canada offices, 201-260 St. Mary Avenue, Winnipeg, Manitoba R3C 0M6, 949-2846.

Each child should have personal bed coverings including a sheet to lie on and a top covering.

SUBJECT: FURNISHINGS AND EQUIPMENT

EQUIPMENT

REGULATION

28(2) Every licensee shall provide a variety of play equipment and materials for the use of children in attendance at the family day care home which is

(a) consistent with the developmental capabilities of children enrolled;

(b) in compliance with the requirements of the Hazardous Products Act (Canada);

(c) of a size which permits safe and independent use by children; and

(d) in a quantity to occupy all children in attendance.

GUIDELINE

The Hazardous Products Act (Canada) requires that all play materials at time of manufacture, sale or advertisement are safe. Day care providers should ensure that the condition of all play materials is safe while being used by children.

Information on toy product safety is available from Consumer and Corporate Affairs Canada, 201-260 St. Mary Avenue, Winnipeg, Manitoba R3C 0M6, 949-2846.

The provider should have a variety of toys which are easily accessible for independent play.

A list of suggested equipment for day care providers is available on request from Child Day Care.

SUBJECT: HEALTH

POISONOUS SUBSTANCES - STORAGE

REGULATION

29(1) Every licensee shall label and store all poisonous and inflammable substances in a designated area inaccessible to children in attendance at the family day care home.

GUIDELINE

A location which is inaccessible to children may include a locked cupboard, cabinet or box; an area outside the home and play area; or a location within the home which cannot be reached by children by reaching or climbing, either with or without the use of stools or other devices.

PERSONAL PROPERTY

REGULATION

29(2) Every licensee shall ensure that clothing, bedding and grooming materials are not exchanged among children in attendance at the family day care home.

ANIMALS

REGULATION

29(3) Every licensee shall cause any animal capable of transmitting rabies which is kept in the family day care home to be vaccinated against that disease on an annual basis and to provide on demand evidence to the director that this has been done.

29(4) A licensee shall not permit animals to be kept in a family day care home except in accordance with written guidelines from the health authority.

GUIDELINE

Domesticated dogs and cats, rabbits, hamsters, guinea pigs, gerbils, mice, rats and tropical fish may be maintained in a day care home. Exotic birds, turtles, and poisonous reptiles and spiders are prohibited from being kept, unless special authorization has been given by Child Day Care.

SUBJECT: HEALTH

Where cats or dogs are kept in a day care home, evidence of annual rabies vaccinations shall be kept on file.

Homes must also ensure that animals kept are dewormed on an annual basis to ensure that the transmission of infectious diseases to humans which may result from various parasites in animals is restricted.

All pets housed should be supplied with suitable living quarters which must be kept sanitary, well-ventilated, clean and free from offensive odours. Pets must be cleaned regularly and the bedding disposed of in plastic bags tied and placed in metal containers.

DIAPERS

REGULATION

29(5) Every licensee shall ensure that soiled diapers are stored in a manner acceptable to the health authority, and are removed from the family day care home daily.

GUIDELINE

In order to prevent the spread of infection and give adequate skin care and comfort to the child and to keep the child safe during diapering the provider should:

- change the child who has wet or soiled diapers promptly;
- change the child on a clean changing surface;
- ensure that clean towels are ready for use;
- only use petroleum jelly, zinc oxide and other skin products if parents specifically request them;
- ensure that the child's hands and face are washed after each diaper change; and
- ensure that the provider's hands are washed thoroughly before and after each diaper change.

SUBJECT: HEALTH

FIRST AID KIT

REGULATION

29(6) Every licensee shall provide and maintain a first aid kit in a location in the licensee's family day care home which is inaccessible to children and which conforms with the guidelines provided by the director.

GUIDELINE

Supplies for a first aid kit should include these items or the equivalent

- gauze pads (individually packaged) 2" x 2", 4" x 8"
- gauze bandage (roll) 2" - 1 roll
- bandaids (assorted sizes)
- tape (hypo-allergenic)
- absorbent cotton balls
- disinfectant
- triangular bandage
- scissors
- tweezers (for slivers)

A first aid kit may include a separate container in which supplies are stored.

First aid supplies must be taken on outings away from the family day care home.

MEDICATION

REGULATION

29(7) Every licensee who agrees to administer patent or prescribed medicine to a child in attendance at the licensee's day care home shall

(a) obtain prior written permission from the child's parent or guardian;

(b) keep written records of each dose, including the type of medicine, time of administration and amount of the dose;

(c) accept only medicine brought to the family day care home by the parent or guardian, and which is supplied in the original container in the case of a patent medicine, or in a container supplied for the purpose by a pharmacist in the case of a prescribed medicine; and

(d) ensure that the medicine is labelled with the child's name, expiry date, dosage, time and method of administration and is stored in a location which is inaccessible to children.

COMMUNICABLE DISEASE

REGULATION

29(8) When a licensee is aware that a child attending the licensee's family day care home has contracted a communicable disease, the licensee shall

(a) promptly notify the parent, guardian or physician of the child; and

(b) notify the health authority according to guidelines provided by the health authority.

29(10) A licensee shall not permit a child suffering from a communicable disease or acute illness to attend the licensee's family day care home during any period prescribed by the health authority for non-attendance.

GUIDELINE

District Health Offices to be contacted are are listed on p. 58.

The schedule "Guidelines for Control of Some Common Communicable Diseases in Day Care", pp. 59 - 61 should be followed.

SUBJECT: HEALTH

If a provider's own child or children contract a communicable disease, the provider must consult the Public Health Nurse and notify the day care co-ordinator and parents of the Public Health Nurse's ruling on whether the home must be closed or if care can continue to be provided for children.

REGULATION

29(9) Every licensee shall notify the director within 24 hours of the occurrence of a serious injury to any child in attendance at the licensee's family day care home.

GUIDELINE

Any injury requiring medical attention must be reported.

MEDICAL ASSESSMENT

REGULATION

29(11) Where the director is satisfied that the physical or mental health of a licensee may be detrimental to the care provided to children therein, the director may request the licensee to provide a recent medical report by a qualified medical practitioner to the director.

SUBJECT: COMMUNITY STANDARDS

COMMUNITY STANDARDS

REGULATION

30 Where the director is satisfied that some requirements respecting the operation of a family day care home are not reasonably applicable in a community due to the prevailing community standards, the director may exempt the licensee of the family day care home from compliance with those requirements.

GUIDELINE

This regulation is intended to be used in exceptional circumstances, e.g. remote communities where no running water is available. Any exceptions under this regulation must be approved by the director.

SUBJECT: NUTRITION

INFANT FEEDING

REGULATION

31(1) Every licensee shall ensure that, where infants less than one year of age are cared for in the licensee's family day care home, the feeding of the infants conforms with guidelines provided by a qualified nutritionist, and that the infants are

(a) attended while eating; and

(b) provided with foods of low choking potential only.

GUIDELINE

Providers should become familiar with "One to Grow On", an infant feeding guide available from the regional home economist or Health Promotion, 880 Portage Avenue, Winnipeg, Manitoba R3G 0P2.

BOTTLE PROPPING PROHIBITED

REGULATION

31(2) Every licensee shall ensure that, where infants attending the licensee's family day care home require bottle feeding, the bottle shall be held by an adult or the child.

GUIDELINE

To provide secure nurturing and to prevent choking, an infant should not be put down with the bottle propped with a pillow, blanket, etc. A child capable of holding its own bottle should be encouraged to do so independently.

MENUS

REGULATION

31(3) Every licensee shall regularly post in a conspicuous location in the family day care home, for the information of parents and guardians, written menus of the meals and other snacks provided for the children attending the family day care home.

SUBJECT: NUTRITION

GUIDELINE

Menus should be posted in advance whenever possible. In all circumstances the menus should be posted each day before parents pick up the children.

FOOD PROVIDED

REGULATION

31(4) Every licensee shall ensure that nutritious food from guidelines provided by a qualified nutritionist is provided to each child in attendance at the licensee's family day care home and where a child is in attendance

(a) for up to 3 hours per day and during a recognized meal period, that one nutritious meal is provided;

(b) for up to 3 hours per day and not including a recognized meal period, that one nutritious snack is provided;

(c) for 3 to 6 hours per day and not including a recognized meal period, that two nutritious snacks are provided;

(d) for 3 to 6 hours per day including a recognized meal period, that one nutritious meal and one other nutritious snack are provided; or

(e) for more than 6 hours per day, that one nutritious meal and a minimum of two other nutritious snacks are provided.

GUIDELINE

Where a meal is provided, it is recommended by nutritionists that it be balanced and consist of at least

(a) one serving from milk and milk products;

(b) one serving from meat and alternates;

(c) one serving from bread and cereals; and

(d) two servings from fruit and vegetables

as outlined in Canada's Food Guide.

SUBJECT: NUTRITION

Where a snack is provided the snack is recommended to promote good dental health and consist of at least

(a) one serving from bread and cereals;

(b) one serving from fruit and vegetables; and

(c) either one serving from milk and milk products or one serving from meat and alternates

as outlined in Canada's Food Guide.

Portions of food served should be equivalent to approximately one-third to one-half the serving size recommended in Canada's Food Guide.

Special dietary or feeding arrangements for a child in attendance in the family day care home should comply with written instructions from a parent or guardian.

Foods served preschool children shall be in a form of low choking potential.

Children more than one year of age shall be fed while quietly sitting upright and be attended.

The guidelines for feeding children shall be:

Age	Guideline
Infant	One to Grow On
Preschool	Food for Little People
School Age	Canada's Food Guide

These are all available from the regional home economist or Health Promotion, 880 Portage Avenue, Winnipeg, Manitoba R3G OP2.

SUBJECT: EMERGENCY PROCEDURES

EMERGENCY NUMBERS AND PROCEDURES

REGULATION

32(1) Every licensee shall post emergency telephone numbers and procedures in a prominent place in a licensee's family day care home.

GUIDELINE

The following telephone numbers shall be posted in the day care home

(a) fire department;

(b) police department;

(c) nearest hospital;

(d) nearest ambulance service;

(e) nearest poison control centre; and

(f) taxi.

Emergency procedures shall include the removal of the daily attendance report and emergency child information records, and the identification of a place of shelter away from the family day care home in the event of the evacuation of the home.

FIRE EXTINGUISHER

REGULATION

32(2) A minimum of one 2A 10BC dry chemical fire extinguisher shall be installed and maintained by the licensee in an area adjacent to the kitchen in the family day care home.

32(3) Every licensee shall satisfy the director of the licensee's knowledge of the operation of any fire extinguisher in the family day care home and of orderly evacuation procedures.

SUBJECT: EMERGENCY PROCEDURES

GUIDELINE

The gauge on the fire extinguisher should be checked monthly. An annual inspection is required by a qualified inspector. After 7 years, the extinguisher should be resensitized or a new extinguisher purchased.

This fire extinguisher is the equivalent of the commonly referred to "5 pound" extinguisher. Two, 2 1/2 pound extinguishers may not replace a 5 pound extinguisher.

SMOKE DETECTOR

REGULATION

32(4) Every licensee shall install and maintain a minimum of one U.L.C. - approved smoke detector for each level in the family day care home.

EVACUATION DRILLS

REGULATION

32(5) Every licensee shall practise emergency evacuation procedures at least once a month for all children in attendance at the licensee's family day care home and shall keep records indicating the date and time of each drill and the names of children evacuated.

SUBJECT: PRIVATE HOME DAY CARE

REGULATION

33 A person applying for an optional licence to provide private home day care under subsection 6(2) of the Act shall comply with the requirements of sections 22 to 32 hereof, both inclusive.

GUIDELINE

A private home day care provider must meet all the requirements for family day care in sections 22 to 32 of Manitoba Regulation 62/86, pp. 6 to 35 of this Manual.

SUBJECT: PROCEDURES - GROUP DAY CARE HOME

LICENCE APPLICATION

		REFERENCE
1.	Group day care home providers must complete a "Licence Application" form and submit it to the day care co-ordinator.	p. 41,50
2.	Each of the applicants will be requested to supply the names of two individuals who will serve as references. Reference forms will be sent by the day care co-ordinator to the referees with a request that the references be returned directly to the day care co-ordinator.	p. 44,51
3.	The applicant must sign an Investigation Authorization form which allows Child Day Care to conduct a criminal records check. All information reported will be kept confidential. The existence of a record will not necessarily prohibit an applicant from becoming a licensed provider.	p. 45,53
4.	The day care co-ordinator will request that public health and fire inspections be carried out.	p. 42
5.	Group day care home providers are responsible for completing or gathering the following information and submitting it to the day care co-ordinator:	
	(i) zoning approval - In Winnipeg, the day care providers should contact the Environmental Planning Department of the City to determine whether a zoning variance is necessary. If it is, the day care provider will be advised by the City of Winnipeg of the steps to follow. - In non-Winnipeg locations, group day care providers should contact their municipality or local government district office for such a determination. When it is required, the day care providers will be responsible for requesting written approval;	p. 43

SUBJECT: PROCEDURES - GROUP DAY CARE HOME

	REFERENCE
(ii) program statement;	p. 41
(iii) floor plan;	p. 41
(iv) "Agreement with Inspection Requirements" form, where necessary to meet licensing requirements; and	p. 43,56
(v) emergency evacuation plan.	p. 44
6. The day care co-ordinator will complete personal assessment and general safety check of the home using the "Inspection Checklist" following receipt of the information listed above. The co-ordinator will advise the providers in writing of necessary changes to be made prior to licence approval and of the time within which other regulations must be met. Where necessary, the group day care home may be requested to complete an "Agreement with Inspection Requirements" form and submit it to the day care co- ordinator.	p. 45,54
7. Upon approval, a licence will be issued by Child Day Care.	p. 57

LICENCE RENEWAL

1. A group day care home which is licensed and operating will have its licence reviewed annually.

2. A fire and health inspection will be completed annually upon the request of the day care co-ordinator.

3. The day care co-ordinator will visit the home and complete the "Inspection Checklist" at least once a year.

4. The personal assessments upon which a recommendation for licensing is based will be conducted annually through discussion and observation.

SUBJECT: PROCEDURES - GROUP DAY CARE HOME

5. Where specific regulations are not complied with, the group day care home provider will be advised in writing of the time period within which each requirement must be met.

6. When the relicensing process is complete and approved, a new licence will be issued by Child Day Care.

SUBJECT: SUMMARY OF REQUIREMENTS TO BE WRITTEN OR POSTED

SUMMARY OF REQUIREMENTS TO BE WRITTEN OR POSTED

	REFERENCE
1. Group Day Care Home Providers are responsible for having on file the following information	
(i) child information records;	p. 11
(ii) daily attendance reports;	p. 12
(iii) record of income and expenses, receipts issued;	p. 13
(iv) liability insurance records;	p. 14
(v) first aid certificates;	p. 15
(vi) record of substitute providers;	p. 47
(vii) annual protection against rabies;	p. 25
(viii) records of medication administered;	p. 27
(ix) records of monthly evacuation drills;	p. 44,34
(x) behaviour management policy;	p. 21
(xi) public health inspection report; and	p. 42
(xii) fire inspection report.	p. 42
2. Group Day Care Home Providers are responsible for posting the following in the group day care home	
(i) emergency telephone numbers and procedures;	p. 44
(ii) menus (regularly posted); and	p. 31
(iii) licence.	p. 57

SUBJECT: LICENSING REQUIREMENTS - GROUP DAY CARE HOMES

LICENSEE

REGULATION

34(1) In this part, "licensee" means a person licensed to operate and maintain a group day care home.

LICENCE APPLICATION

REGULATION

35(1) An application for a licence to operate and maintain a group day care home shall be submitted by at least 2 persons.

PROGRAM STATEMENT

REGULATION

35(2) An application for a licence to operate and maintain a group day care home shall include

(a) a written statement of the program to be provided, including program goals and objectives, behaviour management policies, proposed equipment, staff schedule, daily activities, means of involving parents or guardians in the group day care home, admission and discharge policies, and enrollment policies consistent with the regulations and acceptable to the director;

...

GUIDELINE

The program statement should also include a statement concerning the business arrangements which have been made between the applicants.

FLOOR PLAN

REGULATION

35(2) An application for a licence to operate and maintain a group day care home shall include

...

(b) a copy of the floor plan of the home;

...

SUBJECT: LICENSING REQUIREMENTS - GROUP DAY CARE HOMES

GUIDELINE

The floor plan should be drawn to scale.

The location of windows and doors should be indicated.

Rooms which will be prohibited from children's use should be noted.

FIRE INSPECTION

REGULATION

35(2) An application for a licence to operate and maintain a group day care home shall include

...

(c) a report from the Office of the Fire Commissioner regarding compliance with the Manitoba Fire Code;

...

GUIDELINE

Inspections of group day care homes shall be carried out according to the Manitoba Fire Code.

In Winnipeg, Portage la Prairie, Brandon, Selkirk, Thompson, and The Pas responsibility for the Manitoba Fire Code has been delegated to local fire departments.

In all other communities the Office of the Fire Commissioner is responsible for the fire inspection.

HEALTH INSPECTION

REGULATION

35(2) An application for a licence to operate and maintain a group day care home shall include

...

(d) a report from the health authority regarding compliance with standards for sanitation, natural and artificial lighting, heating, plumbing, ventilation, water supply, sewage disposal and food handling;

...

SUBJECT: LICENSING REQUIREMENTS - GROUP DAY CARE HOMES

GUIDELINE

The public health inspector will be from the Department of Environment, Workplace Safety and Health, Province of Manitoba, or from the City of Winnipeg Health Department.

The public health inspectors will enforce standards from The Public Health Act and other related statutes or regulations.

COMPLIANCE WITH INSPECTIONS

REGULATION

35(2) An application for a licence to operate and maintain a group day care home shall include

...

(e) where any change or improvement is recommended or required in a report under clause (c) or (d), written confirmation from the applicant that the recommendations or requirements have been met;

...

GUIDELINE

Where compliance with health or fire inspection reports is necessary, a group day care home shall complete the "Agreement with Inspection Requirements" form, p. 56.

ZONING

REGULATION

35(2) An application for a licence to operate and maintain a group day care home shall include

...

(f) evidence of compliance with zoning by-laws;

...

GUIDELINE

A zoning variance may be necessary to permit the operation of a group day care home in a family dwelling unit in communities in which there is a Zoning By-Law or Planning Department.

SUBJECT: LICENSING REQUIREMENTS - GROUP DAY CARE HOMES

The purpose of obtaining compliance with the appropriate zoning by-laws is for a municipality to control land use. Every type of use requires a permit.

Land use is defined as either

a) "conditional use" which means that the group day care home must go to a public hearing of the local community committee for approval; or

b) "care use" permitted which means the group day care home has the right to use the land.

Zoning approval and an Occupancy Permit are necessary before a licence can be issued. In Winnipeg applications are made to the Development Examinations Branch. Applicants outside Winnipeg should contact their local civic office.

EMERGENCY PROCEDURES

REGULATION

35(2) An application for a licence to operate and maintain a group day care home shall include

...

(g) an emergency evacuation plan;

...

GUIDELINE

An emergency evacuation plan should be consistent with section 32 of the regulation, page 34 and 35.

PERSONAL REFERENCES

REGULATION

35(2) An application for a licence to operate and maintain a group day care home shall include

...

SUBJECT: LICENSING REQUIREMENTS - GROUP DAY CARE HOMES

(h) two personal references for each of the applicants, commenting upon their ability to care for children;

...

GUIDELINE

Personal reference forms, p. 51, are provided by Child Day Care.

PERSONAL ASSESSMENT

REGULATION

35(2) An application for a licence to operate and maintain a group day care home shall include

...

(i) personal assessments of each individual to be providing care for children in the group day care home completed by a person or persons authorized by the director, and, where requested by the director a written commitment by the applicants to participate in continuing education;

...

GUIDELINE

The assessment will be completed according to the guidelines for family day care personal assessments. See "Licence Application," p. 9.

REGULATION

35(2) An application for a licence to operate and maintain a group day care home shall include

...

(j) where the group day care home is in receipt of a grant under subsection 37(2), written provision for a parent advisory committee for the group day care home consisting of at least 2 members, indicating the structure and responsibilities of that committee;

...

SUBJECT: LICENSING REQUIREMENTS - GROUP DAY CARE HOMES

GUIDELINE

The parent advisory committee consists of representatives from parents whose children are enrolled in the group day care home. The committee serves as a liasion between parents, the provider and Child Day Care. The committee may provide program guidance, financial consultation and recommendations for enhancements to the program.

CRIMINAL RECORD

REGULATION

35(2) An application for a licence to operate and maintain a group day care home shall include

...

(k) written authorization granting the director access to information about the criminal records of the applicants.

GUIDELINE

The applicants will be required to complete the "Investigation Authorization" form p. 53 which authorizes the police to release information about any criminal record to Child Day Care. The presence of a criminal record does not necessarily exclude an applicant from being licensed as a group day care home provider.

ADMINISTRATION

REGULATION

35(3) Every licensee shall keep all records and reports required by section 23 with respect to the children in attendance in the group day care home and shall comply with the other provisions of section 23.

GUIDELINE

See "Administration" p. 11-15 inclusive.

Where a designated person requests a child to be released, providers are advised to verify each occurrence with the parent to ensure that the parent has authorized the individual to pick up the child on that day.

SUBJECT: LICENSING REQUIREMENTS - GROUP DAY CARE HOMES

SUPERVISION

REGULATION

35(5) Every licensee shall ensure that

(a) where 6 or less children receive day care, a minimum of one licensee provides day care;

(b) where more than 6 children receive day care, a minimum of two licensees provide day care.

35(6) Every licensee shall ensure that where individuals other than the licensees are to provide day care, the prior written approval of the director has been obtained.

GUIDELINE

Where it is not possible to receive prior approval for a substitute provider, the provider must ensure that Child Day Care is notified of the substitute worker on that day.

OTHER REQUIREMENTS

REGULATION

35(7) Every licensee shall comply with the requirements of sections 25 to 32.

GUIDELINE

Sections 25 to 32 of the regulation are found on pp. 18 to 35 of this Manual and identify requirements for the following areas

(a) space;

(b) program;

(c) behaviour management;

(d) furnishings and equipment;

(e) health;

(f) nutrition; and

(g) emergency procedures.

SUBJECT: APPEAL PROVISIONS

1. The Community Child Day Care Standards Act states that a day care provider has the right to appeal the following decisions of Child Day Care:

   (a) refusal to issue a licence;

   (b) suspension or revocation of a licence;

   (c) imposition of terms and conditions on a licence; and

   (d) orders respecting licensing requirements.

2. An appeal to any of the above decisions may be made to the Social Services Advisory Committee. The address of the Committee is 1001-330 Portage Avenue, Winnipeg, Manitoba, R3C 3E9, telephone number, 945-3003.

3. The method of the appeal is set out in section 19 of the Act and requires that any appeal "be made by the appellant by filing a written notice of appeal with the appeal board within 15 days of receiving notice of the decision, suspension, revocation, imposition of the terms and conditions or order appealed, as the case may be".

SUBJECT: APPENDIX

LICENSING FORMS

SUBJECT: LICENCE APPLICATION

Licence Application for Day Care Centre or Home

Manitoba
Community
Services
Child Day Care

2nd Floor
114 Garry Street
Winnipeg, Manitoba
R3C 1G1

(204) 945-2197
Toll Free: 1-800-282-8069

PLEASE PRINT

NAME OF DAY CARE CENTRE OR DAY CARE PROVIDER	PHONE
MAILING ADDRESS	
	POSTAL CODE
LOCATION (If different from above)	
DATE OF APPLICATION DAY / MONTH / YEAR	

TYPE OF DAY CARE (check one only)

DAY CARE CENTRE	DAY CARE HOME
☐ Full Time Day Care Centre	☐ Family Day Care Home
☐ Nursery School	☐ Group Day Care Home
☐ School Age Day Care Centre	☐ Private Home Day Care
☐ Occasional Day Care Centre	
☐ Combined Day Care Centre	

DAYS OF OPERATION

HOURS OF OPERATION

LIST OF MONTHS OF OPERATION

AGE GROUP OF CHILDREN	REQUESTED NUMBER OF SPACES	
	DAY CARE CENTRE	DAY CARE HOME
1. 12 WEEKS UP TO 2 YEARS		
2. 2 YEARS UP TO 6 YEARS		
3. 3 YEARS UP TO 5 YEARS		
4. 6 YEARS UP TO 12 YEARS		
5. OTHER AGE GROUPS OR COMBINATIONS		
TOTAL NUMBER OF SPACES		

SIGNATURE OF DAY CARE REPRESENTATIVE OR DAY CARE PROVIDER _____ TITLE _____

PRINT FULL NAME _____ PHONE _____

MG-1688

SUBJECT: PERSONAL REFERENCE FORM

Manitoba

Community Services Child Day Care

2nd Floor
114 Garry Street
Winnipeg Manitoba CANADA
R3C 1G1

(204) 945-2197

Day Care Home Personal Reference

NAME: _____

ADDRESS: _____

_____

The above named person has applied to be a licensed day care provider in order to care for a small group of preschool and school age children in her own home.

Your name has been given as reference in connection with this application. Your opinions as to this person's ability to provide day care will be helpful in assessing the applicant's suitability for this program.

Please answer the following and return directly to:

DAY CARE CO-ORDINATOR: _____

ADDRESS: _____

_____

TELEPHONE: _____

What personal qualities does this person have that you feel are important for someone working with young children? _____

_____

_____

What types of play materials are available in this person's home and yard for the use of children?

_____

_____

_____

For what age range do you feel these play materials are most suited? _____

_____

_____

SUBJECT: PERSONAL REFERENCE FORM

For what ages of children do you feel this provider can best provide care? Why? _____

_____

_____

_____

Describe this person's style of supervising children. _____

_____

_____

What forms of discipline does this person use with children? _____

_____

_____

When you have observed children receiving care in this home, how would you describe the children's feelings and reactions to this person and her home?

_____

_____

_____

Please note any additional remarks about this person's ability or experience which you feel are important. _____

_____

_____

Would you recommend this person to be a licensed family day care provider? _____

_____

_____

_____

SIGNATURE _____

ADDRESS _____

_____

Thank you for completing this personal reference.

MANITOBA
DAY CARE

SUBJECT: INVESTIGATION AUTHORIZATION FORM

Investigation Authorization

Manitoba
Community
Services
Child Day Care

2nd Floor
114 Garry Street
Winnipeg, Manitoba
R3C 1G1

(204) 945-2197
Toll Free 1-800-282-8069

PLEASE PRINT

NAME OF APPLICANT _____
(Last) (First) (Middle)

MAIDEN NAME (WHERE APPLICABLE) _____

PRESENT ADDRESS _____
(Number/Street)

_____
(City/Town) (Postal Code)

DATE OF BIRTH _____ _____ _____
(Day) (Month) (Year)

SOCIAL INSURANCE NUMBER _____

NAME OF DAY CARE CENTRE (WHERE APPLICABLE) _____

_____

I hereby authorize Manitoba Community Services, Child Day Care to conduct such investigations as it deems necessary to determine my suitability for employment in a day care centre or the suitability of the home in which I reside to be licensed by Child Day Care.

I understand that such investigations may include a criminal record check with law enforcement agencies or authorities to confirm the details of any convictions against me with respect to any offence or offences under Federal or Provincial legislation or any charges which may be outstanding against me under such legislation, and consent to such investigation.

I further authorize and consent to the release of such details of convictions and outstanding charges by any law enforcement agency or authority to Manitoba Community Services, Child Day Care.

I further authorize and consent to the release of such details of convictions and outstanding charges by Manitoba Community Services, Child Day Care to the above-noted day care centre.

SIGNATURE OF APPLICANT _____

DATE _____

THE PRESENCE OF A CRIMINAL RECORD DOES NOT EXCLUDE YOU FROM EMPLOYMENT.

MG 1340

SUBJECT: INSPECTION CHECKLIST

Inspection Checklist
Day Care Homes

Manitoba
Community
Services
Child Day Care

2nd Floor
114 Garry Street
Winnipeg, Manitoba
R3C 1G1

(204) 945-2197
Toll Free: 1-800-282-8069

PROVIDER NAME _____

MAILING ADDRESS _____

DAY CARE CO-ORDINATOR _____ INSPECTION DATE(S) _____

SUBJECT	REGULATION REFERENCE	COMPLIANCE YES	NO	N/A	COMMENTS
PERSONAL ASSESSMENT	22(1)				
Provider investigation check	22(1)				
RECORD KEEPING Child information records	23(1)				
Daily attendance	23(2)				
Confidentiality	23(3)				
Income, expenses, receipts	23(5)(6)				
Insurance	23(7)				
First aid course	23(8)				
SUPERVISION At all times	24(1)				
Substitute reporting	24(2)				
SPACE Indoor	25(1)				
Outdoor	25(2)				
DAILY PROGRAM	26				
BEHAVIOUR MANAGEMENT	27				
FURNISHINGS & EQUIPMENT Telephone	28(1)				
Infant furnishings	28(1)				
Toileting and diapering	28(1)				
Sleeping accommodations	28(1)				
Equipment appropriate	28(2)				
HEALTH Storage of hazardous substances	29(1)				
Storage and care of personal effects	29(2)				
Animals	29(3)(4)				
Diapers	29(5)				
First aid kit	29(6)				
Medication	29(7)				

MD-11651

SUBJECT: INSPECTION CHECKLIST

INSPECTION CHECKLIST — DAY CARE HOMES

PROVIDER NAME: _____ INSPECTION DATE(S): _____

SUBJECT	REGULATION REFERENCE	COMPLIANCE YES	NO	N/A	COMMENTS
Communicable diseases	29(8)(10)				
Injuries	29(9)				
NUTRITION Infant feeding	31(1)(2)				
Preschool feeding	31(4)				
School age feeding	31(4)				
Menus	31(3)				
EMERGENCY PROCEDURES Posted	32(1)				
Fire extinguisher	32(2)(3)				
Smoke detectors	32(4)				
Monthly drills	32(5)				
GENERAL Home meets neighbourhood standards	22(1)				
Stairs hazard and litter free					
Fire screens, storm windows & doors in good repair & operable					
Water sample					
Ventilation & temperature					
Natural and artifical light					
Inside of home in good repair & litter free					
Handrails, infant gates					
Heating equipment — serviced every 3 years					
Furnace area separated					
Fireplace, wood stove					
Electrical outlets, switches in good repair, extensions not overloaded, electrical outlet covers					
Firearms & ammunition locked					
COMMENTS					

DATE: _____ DAY CARE CO-ORDINATOR: _____

555-11582

SUBJECT: AGREEMENT WITH INSPECTION REQUIREMENTS

Agreement with Inspection Requirements

Manitoba
Community
Services
Child Day Care

2nd Floor
114 Garry Street
Winnipeg, Manitoba
R3C 1G1

(204) 945-2197
Toll Free 1-800-282-8069

PLEASE PRINT

CENTRE/PROVIDER NAME

DAYCARE CO-ORDINATOR NAME

LOCATION

POSTAL CODE

This agreement indicates that the changes listed below have been made as required by the

- ☐ day care inspection checklist dated _____
- ☐ public health inspection checklist dated _____
- ☐ fire inspection report dated _____

STATE ALL CHANGES INDIVIDUALLY (please include regulation number where applicable)	COMPLIANCE DATE	FOR OFFICE USE ONLY

SIGNATURE _____ TITLE _____

NAME (please print) _____

DATE _____

MG-11664

SUBJECT: LICENCE

DAY CARE
LICENCE

NO. _____

This Licence is issued under a regulation of the Community Child Day Care Standards Act

_____ *is hereby granted permission to operate a*

_____ *at the premises situated at*

_____

Period of Licence: _____ *to* _____, 19____

Maximum number of children which may be cared for at one time:

_____ *Terms and conditions of Licence*

_____

_____

_____

Dated at Winnipeg this _____ *day of* _____ 19____

_____ _____ _____

Director — Child Day Care Manitoba Community Services *Minister*

MI-11546

MANITOBA

SUBJECT: COMMUNITY HEALTH OFFICES

Please report any communicable diseases to the public health office for your area listed below:

Provincial Health Offices (Winnipeg)

City Centre/Fort Rouge	189 Evanson Street	945-6333
East Kildonan/East St. Paul	1400 Henderson Highway	945-8558
Transcona	108 Bond Street	945-8944
N. Winnipeg/W. Kildonan/W. St. Paul	1021 Cork Avenue	945-8333
River Heights/Charleswood	Bldg. 3 - 139 Tuxedo Blvd.	945-7323
Fort Garry	2989 Pembina Highway	945-8933
St. Boniface/St. Vital	233 Provencher Boulevard	945-8966
St. James/Assiniboia	2000 Portage Avenue	945-8922

Provincial Health Offices - Rural

Brandon	728-7000
Portage la Prairie	857-9711
Dauphin	638-9111
Beausejour	268-1411
Thompson	778-7371
The Pas	623-6411
Flin Flon	687-3457
Selkirk	482-4511

City of Winnipeg Nursing Offices

Winnipeg, North	601 Aikens Street	586-8103
Winnipeg, South	385 River Avenue	284-2890
Winnipeg, West	405 Carlton Street	986-2506
Winnipeg, East	405 Carlton Street	986-2105

GUIDELINES FOR CONTROL OF SOME COMMON COMMUNICABLE DISEASE IN DAY CARE CENTRES

DISEASE	CASE MANAGEMENT (EXCLUSION & RE-ADMISSION TO DAY CARE CENTRE)	CONTACTS
Chicken Pox	Exclusion from onset until 7 days after appearance of crop of vesicles or until all vesicles have dried.	No follow-up necessary.
Diphtheria	A suspect must be excluded until case is confirmed or disproved. Case is excluded until 2 negative cultures taken at least 24 hours apart after cessation of antibiotic. Must have clearance from Health Authority to return to Day Care Centre.	Quarantine of contacts until proven not to be carrier of diphtheria.
Epiglottitis	Same as for Hemophilus Influenzae Meningitis.	Same as H. Infl. B. meningitis.
Hepatitis A	Exclusion during 1st week of illness and for 1 week after onset of jaundice. Notify Health Authority promptly.	Immune Serum Globulin to all children and staff in contact with case in day care centre.
Intestinal Infections:		
Due to Shigella	- Exclusion till diarrhea and vomiting have cleared in all cases. - Exclusion until 2 stool specimens taken 24 hours apart are reported to be negative for shigella.	All symptomatic contacts in centre & at home should be investigated.
Due to Salmonella	- Same as Shigella	Same as Shigella.
Campylobacter	- Same as Shigella	Same as Shigella.
Due to Giardia Lamblia	- Exclusion while they have diarrhea.	Same as Shigella.
Meningitis:		
Due to Hemophulus Influenza B	- Urgent notification of Health Authority. Exclusion while ill.	Notification to parents. Prophylactic treatment of Day Care Contacts is controversial (May/85)
Due to Meningococcus	Exclusion while ill.	Notification to parents. Prophylactic treatment recommended.
Red Measles (Rubeola)	Urgent notification of Health Authority. Exclusion for at least 5 days after appearance of rash.	Excluded if not immunized.
German Measles (Rubella)	Exclusion for 2 or 3 days until rash and symptoms have disappeared.	No exclusion of contacts.
Mumps	Exclusion until swelling has disappeared.	----------

GUIDELINES FOR CONTROL OF SOME COMMON COMMUNICABLE DISEASE IN DAY CARE CENTRES

DISEASE	CASE MANAGEMENT (EXCLUSION & RE-ADMISSION TO DAY CARE CENTRE)	CONTACTS
Pertussis (Whooping Cough)	Exclusion for 3 weeks after onset of disease or 1 week after starting appropriate antibiotic therapy.	No exclusion.
Scarlet Fever & Strep Throat	Exclusion until patient has been under appropriate antibiotic treatment for 24 hours.	Throat cultures advised for contacts who have sore throat.
Skin Infections:		
Scabies	Exclude until under treatment.	---
Pediculosis	" " " "	---
Ringworm	" " " "	---
Impetigo	" " " "	---
Conjunctivitis:		
Pink Eye	Exclude until under treatment and until any discharge has stopped.	
Flu & Flu-like Infections	Exclude while sick. Notify Health Authority if over 20% absenteeism because of flu-like illness.	

MANITOBA

SUBJECT: GUIDELINES FOR CONTROL OF COMMUNICABLE DISEASE

Diseases which should be reported in each case as soon as the diagnosis is known or suspected:

Intestinal Infections
- Food poisoning or food-borne infection
- Salmonella - including typhoid fever
- Shigella
- Giardiasis
- Campylobacter
- Other - causing vomiting or persistent diarrhea

Central Nervous System Infections
- Meningitis - any kind
- Encephalitis

Other Infections
- Diphtheria
- Pertussis (Whooping Cough)
- Hepatitis A
- Rubeola - red measles
- Rubella - german measles
- Epiglottitis
- Tuberculosis
- Hepatitis B

Diseases which only need to be reported when 3 or more cases occur within a few days:

- Impetigo, head lice, scabies, ringworm
- Scarlet fever or strep throat
- Mumps

SUBJECT: SUBJECT INDEX

SUBJECT		PAGE
Act		1,4
activity, daily		20
administration		11-15,46
animals		25
appeal	- board	4
	- conditions of	48
	- procedure on	48
assessment	- personal	9,45
	- medical	29
attendance reports		12
behaviour management		21
child	- abuse	21
	- definition	4
	- information records	11
communicable disease		28-29,59
confidentiality		12
day care	- definition	4
definitions		4-5
diapers		26
director		4
discipline	- see behaviour management	21
emergency	- drills, evacuation	35
	- number	34
	- procedures	34
equipment,		23-24
evacuation drills		35
expenses		13
family day care		
	- definition	4
	- licensing requirements	9-35
	- procedures	6-7

SUBJECT: SUBJECT INDEX

SUBJECT		PAGE
first aid	- kit	27
	- training	15
floor plan		41
food		32-33
forms	- day care agreement with inspection requirements	56
	- inspection checklist	54
	- investigation authorization	53
	- licence	57
	- licence application	50
	- personal reference	51
group day care home		
	- definition	4
	- licence requirements	41-47
	- procedures	37-39
health	- authority	5
	- licence requirements	25-29
	- inspection	42
high chair		23
income		13
indoor space		18
infant	- bottle propping	31
	- definition	5
	- feeding	31
	- furnishings	23
injuries		28
inspection	- checklist	53
	- fire	42
	- health	42
	- safety	9
insurance	- liability, personal	14
	- liability, vehicle	14

SUBJECT: SUBJECT INDEX

SUBJECT		PAGE
liability, insurance		14
licence	- definition	5
	- application	9,41,6,37,50
	- renewal	7,38
licensee		5
manual	- introduction	1
	- organization	2
	- purpose	1
medical assessment		29
medication		27-28
menus		31
minister		5
mobile home		10
nutrition		31-33
outdoor	- play	20
	- space	18
parent	- research, permission	12
parental care		5
personal property		20
play	- equipment	23-24
	- indoor	18
	- outdoor	18
poisonous substances		25
preschool child		5
private home day care		
	- definition	5
	- optional licence	36
procedures		6-7,37-39
program, daily		20,41
qualifications		
	- assessment	9,45
	- first aid	15